

Employee Benefits and Services

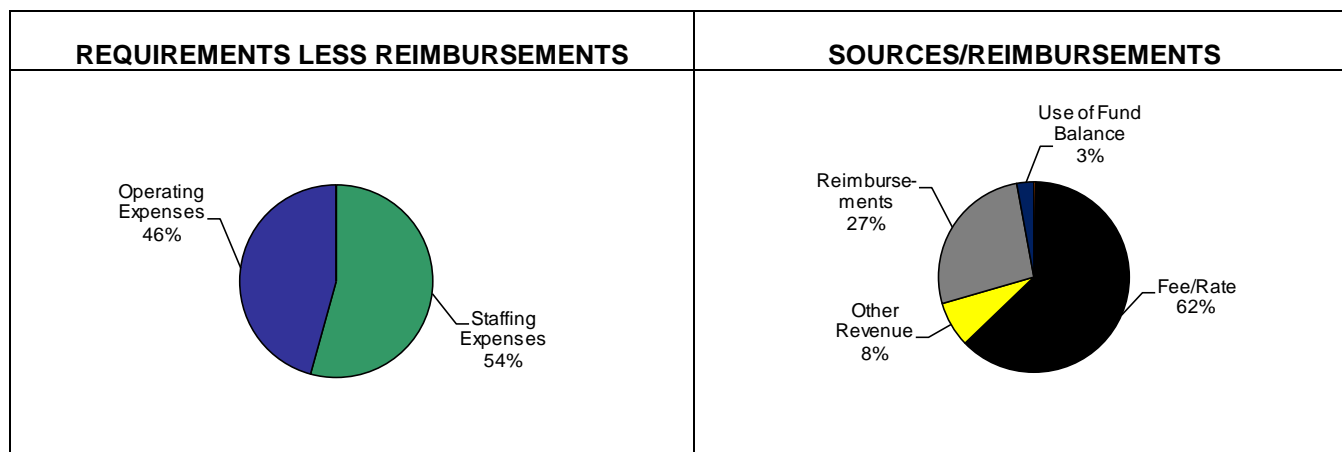
DESCRIPTION OF MAJOR SERVICES

Employee Benefits and Services, under the direction of the Human Resources Department, administers the County's health, dental, vision, and life insurance plans as well as its integrated leave programs.

Budget at a Glance

Requirements Less Reimbursements	\$4,720,918
Sources/Reimbursements	\$4,584,897
Use of/ (Contribution to) Fund Balance	\$136,021
Total Staff	31

2015-16 RECOMMENDED BUDGET



ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Employee Benefits and Services

BUDGET UNIT: SDG HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
Requirements							
Staffing Expenses	2,419,254	2,375,534	2,505,545	2,354,994	2,609,955	2,563,004	(46,951)
Operating Expenses	1,743,437	1,516,799	1,556,527	1,944,516	2,067,597	2,157,914	90,317
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	4,162,691	3,892,333	4,062,072	4,299,510	4,677,552	4,720,918	43,366
Reimbursements	(1,192,760)	(1,262,986)	(1,269,285)	(1,249,713)	(1,252,713)	(1,255,762)	(3,049)
Total Appropriation	2,969,931	2,629,347	2,792,787	3,049,797	3,424,839	3,465,156	40,317
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,969,931	2,629,347	2,792,787	3,049,797	3,424,839	3,465,156	40,317
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	14,419	15,145	17,597	21,071	0	15,000	15,000
Fee/Rate	2,587,225	2,581,807	3,065,639	2,420,000	2,987,135	2,950,135	(37,000)
Other Revenue	1,024	66,983	(8,266)	335,327	363,100	364,000	900
Total Revenue	2,602,668	2,663,935	3,074,970	2,776,398	3,350,235	3,329,135	(21,100)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,602,668	2,663,935	3,074,970	2,776,398	3,350,235	3,329,135	(21,100)
Fund Balance							
Use of / (Contribution to) Fund Balance	367,263	(34,588)	(282,183)	273,399	74,604	136,021	61,417
Available Reserves					815,897	481,081	(334,816)
Total Fund Balance					890,501	617,102	(273,399)
Budgeted Staffing*	30	28	30	31	31	31	0

*Data represents modified budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Staffing expenses of \$2.6 million make up the majority of the department's requirements within this budget unit. These expenses are necessary to manage the County employee health, dental, vision, life insurance and integrated leave plan benefits. Sources of \$3.3 million primarily represent revenue from administrative fees for managing the employee benefit programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$40,317 primarily as a result of increased departmental expenditures for the Wellness Program: fitness classes, health club membership reimbursements, various wellness incentives, and application system upgrades for Steps to Success activity online portal. This increase is offset by wellness funding that is reimbursed by the County's healthcare providers, Kaiser Permanente and Blue Shield. Revenue is decreasing by \$21,100 as a result of reduced administrative overhead fees.

ANALYSIS OF FUND BALANCE

Fund balance of \$136,021 will be used to fund one-time expenditures for the Wellness Program including consulting services, printing/mail services and administrative overhead charges.



2015-16 POSITION SUMMARY*

2015-16 Budgeted Staffing

Division	2014-15 Modified Staffing	Adds	Deletes	Re-Orgs	2015-16 Recommended	Limited	Regular
Employee Benefits and Services	31	1	-1		31	1	30
Total	31	1	-1	0	31	1	30

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 31 budgeted positions of which 30 are regular positions and 1 is a limited term position. Budgeted staffing changes include the addition of 1 regular Personnel Technician and the deletion of 1 extra help Public Service Employee. In addition, the budget includes the reclassification of a vacant Staff Analyst II to Human Resources Analyst I.

